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MEMORAHDUM TO: Chief, Transportation Division

Acting Chief, Supply Division Chief, Procurement Division

Chief, Real Estate & Construction

Division

Chief, Coordination & Requirements Staff

Ohief, Special Staff

Asst. Chief for Operations

Acting Chief, Inspection & Review Staff

Chief, Admin. Staff

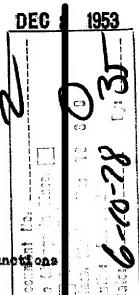
FHOM

: Chief of Logistics

SUBJECT

: Review of Logistics Office Organisation, Functions

and Staffing



1. As provided in the statement of Logistics Office major objectives for Fiscal Year 1954, a review will be made of the organisation, functions and staffing of all Logistics Office organisational elements. It is believed that this review is particularly necessary and appropriate at this time since we have been operating under our approved organisation for approximately 8 months. By this time, we should have "shaken down" organisationally, procedurally and from work distribution and staffing standpoints. It is quite probable that some changes in organisational structure and assignment of functions are now in order.

- 2. The recently imposed staffing limitation increases the need to assure that the Logistics Office is making maximum utilisation of all available manpower. In addition to providing this assurance, it is expected that this study will reflect those activities for which additional staffing is essential, thus furnishing added justification of our requirements to higher echelon in instances where we are unable to provide for our needs by internal adjustment.
- J. The Inspection & Review Staff is assigned responsibility for conducting this review. It is my desire that you cooperate in every way possible to enhance the benefit the Logistics Office will receive from the review. The Acting Chief, I & R Staff, will contact you directly with regard to the development of a schedule and to outline procedures and methods that will be followed.

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JAMES A. GARRISON

LO/IAR/JAS:ae (4 Dec. 1953) Distribution:

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